



JOB DESCRIPTION

School:	Long Clawson CofE Primary School
Job Title:	General Learning Support Assistant (LSA)
Grade:	5
Responsible To:	Head Teacher
Key Relationships/ Liaison with:	Teachers and SENCo,
Job Purpose:	To work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This will include supporting a child, or children, with specific learning difficulties on a 1:1 or small group basis. This may also include providing general support for whole class learning activities within the child's class or in other classes if needed.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 2

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to children, young people and adults.
7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
8. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
9. To prepare and utilise ICT resources to support pupils learning.
10. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

11. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
12. To contribute to the provision of support for bilingual / multilingual pupils if required.
13. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
14. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special schools)
15. To support, as appropriate, in instances where pupils are unwell whilst at the school.
*
16. To provide toileting support to pupils as necessary. **

Other duties the school may wish to include, not affecting the grade of the post:

17. To participate in educational visits and off-site activities, supervising small groups as required by the teacher/organiser and ensuring pupil's health, safety and well-being.
18. To undertake midday supervision duties.

* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

** these duties only to be undertaken following appropriate intimate care plan and training.

Job Title: Lunch Time Supervisor

Grade: 4

Responsible To: The Head Teacher

MAIN DUTIES AND RESPONSIBILITIES:

To take responsibility for the health and safety and security of a child, or children, during the School/College lunch break.

- Supervise a pupil, or pupils, in the area in which they eat their lunch. Assist and supervise the clearing away and tidying of the eating area.
- Supervise a pupil, or pupils, after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety, welfare and security of the pupils within their care, and in accordance with the School's policies and procedures for all health and well-being of pupils.
- Ensure reasonable behaviour and safe conduct of a pupil, or pupils, by maintaining good order and discipline, dealing as appropriate (including restraint if necessary) with all incidents of disorder ensuring that any disruption is minimised.
- Promote fair play and positive attitudes.
- Attend to accidents in the playground in accordance with school procedure and guidelines on accidents and their treatment.
- Take appropriate independent action to minimise disruption in the event of misconduct as per the school's procedures and policies.

- Ensuring pupils' safety at lunch times by ensuring that they stay within the school grounds and are not in inappropriate parts of the school grounds and/or buildings.
- Offering comfort and support for children who are distressed by any situation and always act in accordance with the school and Local Authority Safeguarding Policy and procedures.
- Remain with the pupils at the end of the lunch and ensure that all pupils are handed back to the class teacher at the end of the session.
- Communicate effectively and promptly with members of the teaching staff regarding issues of concern pertaining to any individual or group of pupils.
- Maintain confidentiality at all times within the school and community beyond.
- Ensure that the children are evacuated from the buildings in the event of a fire or fire alarm.
- To undertake relevant training when and where appropriate.



JOB DESCRIPTION

School/College: Long Clawson CofE Primary School

Job Title: Before-School Club Organiser/Carer

Grade: 5

Responsible To: The Head Teacher

**Key Relationships/
Liaison with:** Pupils, Colleagues, Parents, Governors

Job Purpose: To be responsible to the Head Teacher for the organisation and provision of high-quality activities for pupils before the start of the normal school day.

MAIN DUTIES AND RESPONSIBILITIES:

1. Plan activities appropriate to the age and ability of the group.
2. Promote, create and maintain an appropriate ethos that attracts and encourages pupils.
3. Monitor and evaluate activities, prepare brief written report where necessary.
4. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
5. Be aware at all times of appropriate health and safety procedures.
6. Organise equipment and accommodation.
7. Quietly refer any instance of unacceptable behaviour or concerns they may have about pupils to the Head Teacher.
8. Supervision of Pre-School Care Assistants.
9. Mop up spillages and accidents with the use of appropriate materials/equipment.
10. Comfort and supervise pupils who are ill or have had an accident administering to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.
11. Be aware and apply the school's policies and procedures.
12. Being aware of confidentiality issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.

- 13 Participating in appropriate school-based meetings and training activities within contracted hours.
- 14 Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

SPECIAL FACTORS WILL APPLY TO ALL THREE POSITIONS ABOVE:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job descriptions set out the duties and responsibilities of the post at the time when they were drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

School/College: Long Clawson CofE Primary School
Job Title: Learning Support Assistant (LSA), Lunch Time Supervisor and Before School Organiser
Grade: 4/5

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> NVQ 2 in Supporting Teaching and Learning, or equivalent <p>OR</p> <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p> <ul style="list-style-type: none"> Level 2 qualifications in maths and English or equivalent 	✓		App/Doc
<p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting Working with children with SEND 	✓	✓	App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development e.g. Makaton, Team Teach Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
<u>Factors not already covered</u>			

	Essential	Desirable	How assessed
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g. Certificates)